

NAVRESREDCOMREGTHIRTEENINST 12610.1F  
Code N8  
8 Oct 99

NAVRESREDCOMREGTHIRTEEN INSTRUCTION 12610.1F

Subj: FLEXITOUR POLICY AND PROCEDURES

Ref: (a) COMNAVRESFORINST 7400.2B  
(b) FPM/CPI 630 and Supplements thereto

Encl: (1) Flexitour Schedule  
(2) Planned Work Schedule

1. Purpose. To prescribe policy and procedures for use of the Flexitour Schedule within Naval Reserve Readiness Command Region Thirteen (REDCOM 13).

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 12610.1E.

3. Discussion

a. Definitions:

(1) Flexitour: A flexible schedule in which an employee, having once selected starting and stopping times within the flexible time bands, consistent with position requirements, continues to adhere to these times. Further opportunities to select different starting and stopping times may subsequently be provided by Commanding Officers/Department Directors.

(2) Flexible Time: That part of the schedule of working hours during which employees may choose their time of arrival at and departure from the work site, within limits consistent with the duties and requirements of their position.

(3) Core Time: Those designated hours and days during the biweekly pay period when an employee on a flexible schedule must be present for work.

(4) Non-Exempt Employee: An employee covered by the provisions of the Fair Labor Standards Act (FLSA). Most non-supervisory General Schedule (GS) and Federal Wage System (FWS) employees in one-grade interval series are in this category.

(5) Exempt Employee: An employee not subject to the provisions of FLSA. All supervisory and professional employees in REDCOM 13 in two-grade interval series at GS-9 and above are in this category.

b. Requirements and objectives:

(1) Requirements:

(a) That the employee must be present during the time defined in enclosure (1) as Core Time.

(b) That the employee must account for 8 hours of basic work time each day.

(2) Objectives:

(a) A reduction in short term absences so employees can handle any personal affairs before or after their selected work day.

(b) Increased productivity.

4. Responsibilities and Policies

a. The Readiness Commander/Deputy provides decision and policy guidance for Flexitour.

b. Commanding Officers/Department Directors shall administer Flexitour and monitor the system to improve application and correct problems.

c. All personnel shall familiarize themselves with enclosure (1) and the following policies:

(1) Work Hours

(a) The work hours of clerical/technical personnel should coincide or nearly coincide with those of their supervisor.

(b) Employees will select work hours per the requirements of the Commanding Officer/Department Director/Supervisor and total department workload. Work hours may be adjusted to coincide with the availability of automated systems (i.e. DFAS). Work hours may also be adjusted to accommodate family/childcare issues.

(c) Except in emergency cases, employees will request adjustments to their flexible work schedule at least one day in advance. Commanding Officers/Department Directors/Supervisors may approve an employee request to be absent during core time (or a portion of core time). An absence during core time shall be made up by the employee during flexible time bands. Authorization is allowed for the employee to make up the absence during the same workday or a subsequent workday within the current pay period.

(d) Lunch breaks will be taken during the core time band (1100-1300) and must consist of no less than the authorized 30 minutes nor more than 2 hours, keeping in mind that 8 working hours must be accounted for. Approved absent time cannot be made up during lunch breaks.

(e) If an employee arrives within 15 minutes of the selected arrival time, the Commanding Officer/Department Director/Supervisor may allow for adjustment of the 8-hour basic work requirement for that day for the employee. This rule does not apply to those employees starting at 0700 to ensure employee's presence during required core time.

(2) Overtime and Compensatory Time

(a) Hours of work officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week are overtime work and entitles employees to overtime pay. No overtime is authorized without the prior written approval (NAVCOMPT Form 2282) of the Readiness Commander/Deputy.

(b) Employees may request compensatory time off in lieu of overtime pay, however, this must be authorized in advance (NAVCOMPT Form 2282) by the Deputy Readiness Command/Chief of Staff. This is not to be confused with compensatory time granted as an adjustment to work schedules as described in paragraph 4c(1)(c) above.

(c) Commanding Officers/Department Directors/Supervisors shall aggressively monitor the time worked by non-exempt employees to ensure that an overtime obligation is not incurred by suffering or permitting "overtime work". In other words, overtime for non-exempt employees need not be "officially ordered or approved" to create entitlement to overtime pay. Therefore, Commanding Officers/Department Directors/Supervisors are responsible for ensuring that overtime work is performed by employees only when they require and need it performed.

(d) As required by reference (a), FLSA exempt GS employees whose rates of basic pay are in excess of the maximum rate of GS-10 should be required to work compensatory time in lieu of receiving overtime pay for occasioned overtime unless they have accumulated 80 hours of compensatory time. Any exception requires the specific prior approval of the Deputy Readiness Commander/Chief of Staff.

(e) All other GS employees may either elect to be paid overtime or may request compensatory time for overtime work. Ensure prior approval, as specified above, is obtained.

(3) Approving Absences. All employees shall be required to submit an Application for Leave (Standard Form (SF) 71) at least one day in advance, as a normal rule, when requesting approval of leave. This includes annual, sick (doctor's, dentist's appointments, etc), and leave without pay. Administrative leave must be granted by appropriate authority as discussed in paragraph 4c(5) below. This is a requirement of the internal review function in order that a documented audit trail is established for internal control purposes. All leave requests will be submitted via the employee's chain of command for approval by the Commanding Officer/Department Director. The SF 71 will then be returned to the supervisor to be retained with their planned work schedule files for review purposes.

(4) Absence Without Leave (AWOL). AWOL is a disapproved absence. When an employee is absent from duty without prior approval, and subsequent explanation of the absence is not acceptable to the supervisor, and if the supervisor intends to disapprove the absence, the supervisor must charge the absence as AWOL. An employee's AWOL is charged the EXACT amount of time absent (to the minute). An approved absence may later be changed to AWOL if the reason for the absence was found to be false.

(5) Administrative Dismissals. The authority to close an activity or dismiss employees without charge to annual leave due to events beyond the control of management, such as extreme weather conditions or for purposes of furthering a Navy function, is retained by the Readiness Commander/Deputy. Administrative leave must be accounted for on enclosure (2) and the official time card. Administrative discretion will be used in the granting of any administrative leave in accordance with reference (b).

(6) Method of Planning Work Schedule and Recording Time. A facsimile of enclosure (2) will be maintained by the employee on a daily basis. Proper execution of this function is a critical element of the system and the following procedures must be adhered to:

(a) Planned Work Schedules will be submitted to supervisors by the employee on the last working day of each pay period.

(b) The supervisor will distribute to the employee a Planned Work Schedule prior to the beginning of each pay period.

(c) Proper arrival/departure times will be entered, on a daily basis, by the employee.

(d) Supervisors will review, certify and post to official time card the actual Work Schedule accomplished at the end of each biweekly pay period.

(e) Corrections to Planned Work Schedule arrival/ departure times and time cards will be made by drawing a single line through the incorrect entry without obliterating it, entering the correct information and initialing the entry. White-out is not permitted.

(f) Supervisors will retain completed copies of enclosure (2) and all leave requests, for internal review and on-site audit purposes, for a minimum of 3 years.

d. Commanding Officers/Department Directors/Supervisors have the responsibility to ensure that employee flexible work schedules do not diminish command efficiency, response time, or ability to respond to telephone inquiries during the normal workday hours. This may require adjustment in employee lunch periods.

e. The Readiness Commander/Deputy reserves the option of cancelling the flexitour policy at any time command operations so dictate. Employees so affected will be provided 3 days advance notice of such action unless national emergency or mobilization preclude that lead time.

5. Action. Commanding Officers/Department Directors may authorize a flexitour work schedule for civilian employees within the policies established in the above paragraphs and enclosures (1) and (2).

6. Forms. Local reproduction of NAVRESREDCOMREGTHIRTEEN Form 12610/01 (Revised 9/99) is authorized or may be obtained from originator.

/s/  
L. J. LANG  
Deputy

Distribution:

NAVRESREDCOMREGTHIRTEENINST 5605.1T

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F L E X I T O U R      S C H E D U L E

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CORE TIME - The hours during which all employees not on leave will be present.

FLEXIBLE TIME BAND - The time within which employees may choose their time of arrival to and departure from work consistent with position requirements and supervisory needs.

Encl (1)



**PLANNED WORK SCHEDULE/TIME SHEET**

**NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**PPE:** \_\_\_\_\_

**JON:** \_\_\_\_\_

**DISTRIBUTION:** \_\_\_\_\_

**ACT UIC:** \_\_\_\_\_

DATE	PLAN		ACTUAL		HOURS WORKED	LEAVE TAKEN
	IN	OUT	IN	OUT		
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						

CERTIFIED CORRECT. OVERTIME APPROVED IN CERTIFICATION: ATTENDANCES  
AND ABSENCES ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-  
EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER  
THAN AS REPORTED FOR THIS PAY PERIOD.

**MEMBER:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

**CODE DESCRIPTION:**

LA = ANNUAL LEAVE

LN = ADMINISTRATIVE LEAVE

LS = SICK LEAVE

LH = HOLIDAY LEAVE

RG = REGULAR HOURS

CE = COMPENSATORY TIME EARNED

CT = COMPENSATORY TIME TAKEN

LY = TIME OFF AWARD

NAVRESREDCOMREGTHIRTEEN FORM 12610/01 (REV. 9/99)

Encl (2)